

Ann Johnson Institute for Senior Center Management
Registration for Module I: *The Empowered Manager*



March 28-30, 2007

Ramada Inn Plaza-Biltmore West, Asheville, NC

435 Smokey Park Hwy, Exit 44 off I-40

Sponsored by the North Carolina Division of Aging and Adult Services
and

Co-sponsored by CARES, UNC-Chapel Hill School of Social Work

Topics	Schedule	The Empowered Manager
<ul style="list-style-type: none">❖ Leadership and Empowerment❖ Leadership Styles: Playing to Your Own and Others' Strengths❖ Effective Meetings❖ Time Management❖ Team Work❖ Motivation❖ Your Professional Image❖ Taking Care of YOU❖ Profile of a Leader: The Story of Ann Johnson as told by Ann Johnson	<p>Wed., March 28</p> <p>Registration: 9:30 to 10 a.m. Class: 10 a.m. to 4 p.m. Lunch on site</p> <p>Thurs., March 29</p> <p>Class: 9 a.m. to 4 p.m. Lunch on site</p> <p>Friday, March 30</p> <p>Class: 9 a.m. to noon Adjourn</p>	<p>The Empowered Manager is one of six training modules in the Ann Johnson Institute for Senior Center Management. Those completing all six modules will receive a Certificate of Senior Center Management. You may take the modules in any order. To be eligible for a certificate or CEUs, you must attend all sessions in each module.</p>

Dinner will be on your own

In addition to Traditions, the hotel restaurant, and the on-site lounge/grill, many other restaurants surround the Ramada, including Applebee's, Cracker Barrel, Shoney's, Subway, Burger King, Pizza Hut, Asiana (Chinese Buffet), and El Chapala.

The Ramada is only 6 1/2 miles from downtown Asheville, and 6 miles to the Biltmore Estate. It is also in close proximity to the Biltmore Square Mall and movie theater.

Training Registration deadline: Monday, March 12, 2007

Registration Fee: \$65.00 per person

Fee includes continental breakfast each day; lunch Wednesday and Thursday; breaks; meeting room rental; speaker expenses; and all materials.

Temporary Registration

You may temporarily reserve your place with the attached registration form (by FAX, mail, or e-mail) until seats are filled, *but your check or proof of payment must reach us by Monday, March 12, or your seat will be filled from our list of paid registrants on the waiting list.*

Note: seats often fill before the deadline, so please register with your payment as early as possible to guarantee your place.

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- Registration is first-come, first served.
 - Senior center managers and staff receive first priority.
 - Training registration confirmation will be e-mailed or FAXed by March 12. Please contact Sophia Spencer (contact information below) if you have not received confirmation by March 15.
 - If we receive your registration after spaces are filled, we will notify you and place your name on a waiting list if you wish.
 - We do not accept on-site registration.

Cancellations: Registration fees will be refunded until March 12. Afterwards, a refund may be possible if a balance remains after all training expenses are paid.

Hotel room reservation deadline: Wednesday, March 7, 2007.

After the cut-off date, no reservations will be accepted at the special group rate.

Guest Room Rates: Single/double, \$59.75 per night

Hotel phone number: Toll free: 1-800-678-2161; local number: 828-665-2161

Hotel website: <http://ashevilleramadaplaza.com>. To receive the group room rate, you must reserve your room using the phone number above. Ask for Ann Johnson Institute room block. You cannot get the group rate on-line.

Registration questions? Contact Sophia Spencer at 919-733-0440 or sophia.spencer@ncmail.net

Training questions? Contact Judy Smith at 919-733-0440 or judy.smith@ncmail.net

Hotel questions? Contact the Ramada Inn Plaza-Biltmore West toll free:
1-800-678-2161 website: <http://ashevilleramadaplaza.com>
1-800-678-2162

Registration for Module I

*The Ann Johnson Institute for Senior Center Management
Ramada Inn Plaza-Biltmore West, Asheville, NC*

March 28-30, 2007

Registration Deadline: Monday, March 12, 2007

Name _____ Title _____

Senior Center _____

Agency _____ County _____

Mailing Address _____

Town/ City _____ Zip _____

Phone _____ FAX _____ E-mail _____

Home phone (for emergencies such as a weather cancellation) _____

_____ **I have attended 5 other modules and will be eligible to graduate after Module I.**

_____ **I need accommodations for a special need as follows:**

(In order to make appropriate arrangements, you must notify us at least 2 weeks ahead):

Registration Fee (\$65.00) \$ _____

I would like CEU credit through UNC-Chapel Hill (\$4.00) \$ _____

Total enclosed \$ _____

Please complete one registration form for each person

Check issued by (name of agency or individual account) _____

Please mail check payable to *NC Division of Aging and Adult Services* and send with this registration form to: Sophia Spencer, Division of Aging and Adult Services, 2101 Mail Service Center, Raleigh, NC 27699-2101. FAX: 919-733-0443

Important: You may temporarily reserve your seat with this registration form until seats are filled, but your payment must arrive no later than Monday, March 12, or your registration will no longer be valid. We will accept verification of an authorized and signed purchase order, or a copy of the check until it arrives. If someone else in your agency is sending payment in your name, please follow up with them to assure that your payment arrives in time.

This document is available at: <http://www.dhhs.state.nc.us/aging/> under "Hot Topics"